

*Reprints*

DIARY

ASSISTANT DEPUTY DIRECTOR (ADMINISTRATION)

*Jim*

15, 16, 18 August 52

1. Instructed Jim Garrison to dig out statistics on the number of advances we have had to make to contractors and to present same to me or in my absence to Mr. Wolf for consideration in connection with our recommendation that this Agency be added to the list of those authorized to guarantee the loans.

2. Telephoned General Heileman, Chief, Army Transportation, asking him if he could recommend to us a senior Colonel of great ability who might be considered to head our Transportation setup. Told him we preferred someone who was about to retire whom we could employ as a civilian. He was optimistic and said he would call me back and if he couldn't reach me, would call Mr. Wolf.

3. Talked with [REDACTED] General Services, about the possibility of working for [REDACTED] and asked him to call [REDACTED] to discuss situation. In view of Mr. Sheldon's absence until Wednesday and at [REDACTED] suggestion, I have not contacted OCI about the possibility of having [REDACTED] join [REDACTED] staff. Will ask Mr. Wolf to follow through on this Wednesday.

4. The 10:30 meetings are cancelled. Mr. Wolf and I will meet with senior staff each Monday at 4:00 p.m. and Messrs. [REDACTED] and Saunders and I will meet with Mr. Wolf 4:30 p.m. each Thursday to discuss projects coming before FRC Friday. We will probably arrange a meeting of the large DD/A group—for instance office chiefs and deputies—about once a month without making a regular schedule.

5. After talking to Mr. Hedden, Mr. Wolf is holding up the memorandum which recommends the appointment of a Board of Contract Appeals.

6. I reminded [REDACTED] that we were still waiting for the report from him on the urgency of the [REDACTED] radio station before we take any additional action. I also told him I thought we were obligated to make a report to the Director sometime in the near future.

7. Talked to [REDACTED] and Preston about space in the DD/P complex. Made certain recommendations for shifting people around. [REDACTED] had requested 10,000 sq. ft. of space to stage moves in. We do not have this in the I, J, K, L area, in fact the only space we would have that could be used would be in Alcott Hall. This would be quite complicated and involve a security risk. [REDACTED] told me he could work this out without the extra space.